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9 April 1969

MEMORANDUM FOR: Director of Training

THROUGH : Chief, Operations School

SUBJECT : Course Report, CS Records II, #7-69  
31 March - 4 April 1969Student Body

1. Fourteen students attended the course. Their grades ranged from GS-05 through GS-15 (average, GS-08) and their length of service from one year through twenty years (average, five years).

2. Two of the students were specialists from DDP/Systems Group. They attended the course as part of their familiarization with applied CS Records procedures.

Course Curriculum

3. There were no changes in the curriculum.

Course Conduct

4. There were no changes in the presentation of the course. However, see paragraph 8.

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Class 1  
Excluded from automatic  
downgrading and  
declassification

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6. Mr. [REDACTED] Head of the Near East & Africa Division of the Near East/South Asia Branch of Central Reference Service, made a very good presentation. He gave an interesting and enlightening summary of the biographic support available to CS name-tracers in the holdings of Central Reference.

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7. Mr. [REDACTED] C/TR/HT/OS, spoke in place of Mr. [REDACTED] who had been called away TDY. He gave an excellent and informal talk on preparing a reply to the Field, illustrating his points with appropriate items from his own career. His timely assistance is very much appreciated.

Chief Instructor's Comments

8. This running of the course was badly hampered by the loss of one full day, March 31st, and the additional fact that the students had to be released at 1530 in order to catch a shuttle which would return them to Headquarters in time for their car-pools. The combination cut down the time available for the practical exercise to the point where only the most nimble and experienced readers could get through the material effectively, and these were the ones who least needed training. The results were apparent in their final dispatches, which were well below the usual standard.

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[REDACTED]

Chief Instructor

Attachments

- A. Course Schedule
- B. Student Roster

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ORIGINAL DOCUMENT MISSING PAGE(S):

ATTACHMENTS